Parkin, Alice S [Queen's Hall, University of Toronto] Sept 1914 - March 1915

152, UNIVERSITY AVENUE,
KINGSTON, ONT.

Dec 23rd 1914

Dear Mr President,

You will have heard from the Principal the circumstances of Miss Carr Harris' resignation - acting

on his advice I

have been interviewing

various people who

wished to have the

position. After con-

sultation with the

Principal I decided

that miss Worthy
Cartwright was
the best choice
we could make.
She is a daughter
of the late Sir
Richard Cartwright
and although she
has never held

such a position before
she has had a great-
deal of practical
experience. She is
very keen on the
special work we aim
to do at Queens
Hall and altogether
I feel I am most

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portunate &
leave her.
She will take up her
duties on the 2nd of
January -
I know that the
appointment cannot
be confirmed till

Jan 15th when

I understand there

is a meeting of the

Board - but I shall

be grateful to have

your approval of

the appointment.

I am sorry we have
not had the pleasure
of seeing you at
Queen's Hall this
last term. Perhaps
next term you will
be less pressed and

we may have the
pleasure of you and
Mrs Falconer dining
with us some night.
I can't tell you
how much I have
enjoyed the three
months work. I am

already after a
few days rest begin
to be at it again.
With sincere good
wishes -
Yours sincerely.
Alice S. Perkins

[illegible] UNIVERSITY AVENUE,
KINGSTON, ONT.

September 12th, 1914

Miss Alice Parkin,

152 University Avenue,

Kingston, Ont.

Dear Miss Parkin:

I am sending you a telegram this morning stating that at the meeting of the Board of Governors on Thursday you were appointed as Superintendent of Queen's Hall and Miss Carr-Harris as housekeeper.

I sent a telegram to Principal Hutton and asked him to communicate with you as I had not your address, but this morning he sends your address. I suppose that you will be coming to Toronto very soon now in order that you may see what preparations are necessary for the opening of the session. I hope that you will enjoy your winter's work very much and I may assure you that I will do everything in my power to help you. Will you kindly let Miss Carr-Harris know ?

With kind regards, I am,

Yours, sincerely,

President.

March 1st, 1915

Miss Parkin,

Queen's Hall, University of Toronto.

Dear Miss Parkin:

For several years it has been the custom to allow the buildings connected with Queen's Hall to be used by women students in the Summer Session and teachers who are examining for the Department of Education. The buildings will be required from June 15 to August 15. Dr. Abbott, the Secretary of the Extension Work who has supervision of these arrangements, has asked me that such arrangements should be continued this year. I assume that there will be no difficulty in the matter as meals are not served, and it will only be necessary to have sufficient help to keep the rooms in proper order. I should like to be able to let Dr. Abbott know that there will be no difficulty in the way as he requires to get out his notices soon.

With kind regards, I am,

Yours sincerely,

President.